

Community Fundraiser – NW England

Hours: 14 hours per week

Location: Manchester

Accountable to: Fundraising Manager

Salary: £30,000 pa pro rata - flexible working

Functional Links with: MDA UK staff team, MDA Manchester committee and committee chair, trustee board and other volunteers.

Main Duties and responsibilities:

- Coordinate fundraising and advocacy activities and events in Manchester, North-West England and Leeds in conjunction with the London office and the MDA Manchester committee.
- Be responsible for the administration of the North-West base donors, keeping the database up-to-date and accessible to relevant stakeholders.
- Coordinate with the MDA Manchester committees and other committees in the North-West of England & Leeds region to deliver their goals.
- Work with synagogues, schools and community organisations to develop fundraising and advocacy initiatives.
- Be an ambassador for MDA UK and make presentations on behalf of the organisation as appropriate.
- Recruit and support participants in the region in sporting challenges raising funds for MDA UK.
- Liaise with our marketing agencies as appropriate.
- Identify other developments to ensure efficient and effective communal awareness for MDA UK.
- Attend community events as a representative of MDA UK, as well as keeping a close eye on the community ongoings.
- To work flexibly including out of hours working if required.
- Be prepared to undertake UK and overseas travel as required.
- Work as an integral member of the MDA UK, supporting and assisting other members of the team.

Knowledge in practice:

- To have proven experience working on database administration and other computer skills
- To have a good understanding of the Manchester, North-West of England and Leeds Jewish community
- To have demonstrable experience in events and working within a community environment

To apply please send a copy of your CV to joshuadiamond@mdauk.org by Friday 27th January. Interviews will be carried out on a rolling basis as suitable applications are received.